



1869
CITY OF MEDICINE

CITY OF DURHAM | NORTH CAROLINA

DATE: May 17, 2016

To: Thomas J. Bonfield, City Manager
Through: Keith Chadwell, Deputy City Manager
From: Harmon E. Crutchfield, Interim Director of Transportation
Subject: Contract with Stewart Engineering Inc. for the Development of the Duke Belt Line Trail Master Plan

Executive Summary

The City of Durham has been awarded a TIGER Discretionary Grant by the U.S. Department of Transportation (USDOT) to prepare the Duke Belt Line Trail Master Plan (Master Plan). The federal grant amount is \$222,700, with a local match from the City of Durham of \$75,000. On February 22, 2016, the Department of Transportation issued a request for proposals (RFP) to develop the Master Plan. Three firms submitted proposals: A. Morton Thomas, Alta Planning and Design, and Stewart Engineering. A selection committee reviewed the proposals and recommends that Stewart Engineering, Inc. (Stewart) be selected to undertake the project study. The Department of Transportation negotiated a scope of services for the study project consistent with the project grant agreements with the Federal Highway Administration (FHWA) and N.C. Department of Transportation.

Recommendation

The Department of Transportation recommends that City Council authorize the City Manager to execute an agreement with Stewart Engineering Inc. for the development of the Duke Belt Line Trail Master Plan in an amount not to exceed \$297,700.00.

Background

In 2014 the City applied for and was awarded funding through the TIGER fiscal year 2014 grant program to prepare a master plan for the Duke Belt Line Trail corridor. The Duke Belt Line Trail would be a 2.2 mile trail built on the location of a rail corridor that is no longer in use. For many years there has been interest in converting the rail corridor into a bicycle and pedestrian connection between downtown Durham and neighborhoods to the north and east. The proposed trail is illustrated by Attachment A.

The Belt Line Trail project is recommended by both the adopted Downtown Durham Master Plan and the Durham Trails and Greenway Master Plan. The Master Plan will include the following components:

- Public Participation Strategy
- Project Vision, Goals & Objectives
- Existing Conditions & Corridor Features
- ROW, Utility Covenant & Easement Review
- Title VI/Environmental Justice Analysis
- Analysis of Existing Bridges
- Analysis of Economic, Social & Health Impacts
- Safety & Security Evaluation
- Trail Development Guidelines
- Development of Phasing & Funding Strategy
- Development of Construction Cost Estimates
- Development of Maintenance Cost Estimates
- Development of Physical Design Recommendations
- Review of Potential Rail Line Abandonment or Sale of Individual Parcels
- Development of Implementation Program (Acquisition and Funding Strategies)
- Development of Final Plan Document, Public Presentations, and Project Deliverables

The project outreach and engagement approach will include close coordination with City departments and advisory boards, adjacent property owners, interested downtown business representatives, and local civic and neighborhood associations.

It is anticipated that the Master Plan will take from 12 to 18 months to complete. The dates included in the contract are conservative in order to account for unforeseen circumstances that may arise. The contract cannot be executed by the City Manager until all NCDOT requirements are met, including a pre-negotiation audit currently in progress.

Issues/Analysis

On February 22, 2016, the Department of Transportation issued a request for proposals (RFP) to develop the master plan. A pre-proposal meeting was held on March 10, 2016. Three firms submitted proposals: A. Morton Thomas, Alta Planning and Design, and Stewart Engineering Inc.

A selection committee with representatives from the Transportation, City-County Planning, Parks and Recreation, and General Services Departments, as well as a representative from Downtown Durham Inc., reviewed the three proposals and evaluated them based on the following selection criteria presented in the RFP:

1. Understanding of the project
2. Methodology used for the project
3. Management plan for the project

4. Experience and qualifications

Members of the selection committee independently reviewed and scored the proposals based on the criteria outlined in the RFP. The selection committee's individual scoring sheets were compiled by the Transportation Department. Based upon the scoring methodology established within the RFP, Stewart Engineering Inc. scored the highest of the three firms:

<i>Scoring</i>			
Proposal	Alta	AMT	Stewart
Average	96.5	73.75	97.25

The selection committee met to discuss the initial scoring results, and the decision was made to interview all three firms. Interviews with the firms were held on April 27 and April 29, 2016 where each firm was evaluated on the same set of interview questions.

After the interviews were completed, the selection committee met to discuss and rank the proposals using narrative statements of strengths and weaknesses based on each consultant's proposal, responses to questions, and interview presentation. After discussing the strengths and weaknesses of each firm, the selection committee then voted to determine the ranking order of the proposals, and ranked Stewart Engineering Inc. highest of the three firms.

The committee found that two of the firms were particularly well qualified to prepare the master plan for a trail in an urban environment. After much consideration and discussion by the committee, Stewart was recommended based on a number of factors, including the management plan for the project and the proposed approaches for public outreach, Environmental Justice, and economic analysis. As a result, the selection committee recommends that Stewart Engineering Inc. undertake the project study.

Based on the committee's recommendation, the Department of Transportation negotiated a scope of services for the study project consistent with the City's agreements with the Federal Highway Administration (FHWA) and N.C. Department of Transportation.

Alternatives

The Durham City Council could decide to:

- Authorize the City manager to execute the agreement with Stewart Engineering Inc. in an amount not to exceed \$297,700.00.
- Do not authorize the execution of the Agreement. The proposed Master Plan will not be undertaken.

Financial Impacts

The contract cost for professional consultant services is \$297,700.00. The cost of the study is funded through the federal TIGER grant amount of \$222,700, with a local match from the City

of Durham of \$75,000. The City Council accepted the CIP project and appropriated the local match on June 15, 2015 (Ordinance #9931).

SDBE Summary

Due to requirements imposed by the North Carolina Department of Transportation for this contract, it was not reviewed by the Department of Equal Opportunity/Equity Assurance for compliance with the Ordinance to Promote Equal Opportunities in City Contracting.

Attachments:

Attachment A – Duke Belt Line Trail Project Area Map

Attachment B – Professional Services Contract with Stewart Engineering Inc. for the development of the Duke Belt Line Trail Master Plan